



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
ORLANDO DIVISION**

**VACANCY ANNOUNCEMENT
JUDICIAL LAW CLERK**

\$60,210 - \$101,409

Announcement No.: 17-32 **Closes:** When filled **Available:** Appx. Oct. 2018 for a 1 or 2-year Term

Position Overview

The judicial law clerk researches issues of law, writes extensively, attends and assists with initial preparation for hearings, mediations, trials, and other court proceedings, and acts as advisor, making recommendations based on the law, to **United States Magistrate Judge Daniel C. Irick**. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, both civil and criminal, often involving novel issues of law. While the nature of the matters presented is serious, the office environment is personable. There is daily interaction with the Judge and other law clerks concerning legal and court-related issues. Administrative duties are also part of the position, as such, willingness to assist in administrative duties is required.

Minimum Qualification Requirements

At the time of appointment, the applicant must be a law school graduate with academic standing in the upper twenty-five percent of the class, or have other demonstrated proof of superior research and writing skills and legal acumen. Good character, maturity, and willingness to work long hours and under deadlines are also required. Experience on the editorial board of a law journal is preferred. Bar membership and post-graduate experience as an attorney involved in actual litigation or previous clerkship experience is preferred.

Information for Applicants

Employment with the United States District Court offers civil and criminal law experience at the federal court level and an environment providing significant responsibility and challenge.

Applicants should submit a cover letter, current resume with class rank and honors, day and evening telephone numbers, transcripts, a list of three references with telephone contact numbers, and a writing sample to: Federal Clerkship, Attention: Position 17-32, US District Court, 401 W. Central Ave., Orlando, Florida 32801 **and** by e-mail to: chambers_flmd_irick@flmd.uscourts.gov.

Deadline for Receipt of Resumes

All resumes will be considered when received. Selected interviews will be scheduled until the position is filled. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Calls to chambers to check the status of an application are discouraged.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

* Starting salary commensurate with work experience and prior pay history.

(Salary may be higher with previous experience as a law clerk to a federal judge.)

Applicants must be U.S. citizen or eligible to work in the United States and are subject to a background check.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.